

FY19 POST-REALIGNMENT OFFICE OF WATER PROTECTION  
TRAVEL BUDGET

Includes travel from April 27th - October 11th, 2019

Last Updated on: 5/7/2019

OWP FY19 Post-Realighment Allocation: \$244,157

OWP Program/ Unit	FY19 Post- Realignment Allocation	Actual Allocation %	Current Allocation	Spent to Date	Remaining Balance	% Spent	Remaining Projections	Expected Balance
	\$244,157							
IO	\$59,157	24.23%	\$0.00	\$0.00	\$59,157	0.00%	\$20,200	\$38,957
CW IO	\$10,000			\$0.00	\$10,000	0.00%	\$0	\$10,000
CWW	\$22,500			\$0.00	\$22,500	0.00%	\$0	\$22,500
CWQ	\$27,500			\$0.00	\$27,500	0.00%	\$0	\$27,500
CWS	\$32,500			\$0.00	\$32,500	0.00%	\$0	\$32,500
SD IO	\$10,000			\$0.00	\$10,000	0.00%	\$2,500	\$7,500
SDA	\$7,500	3.07%	\$0.00	\$0.00	\$7,500	0.00%	\$7,500	\$0
SDB	\$23,550	9.65%	\$0.00	\$0.00	\$23,550	0.00%	\$23,939	(\$389)
SDU	\$21,450			\$0.00	\$21,450	0.00%	\$21,450	\$0
TFS	\$30,000	12.29%	\$0.00	\$1,116.00	\$28,884	3.72%	\$24,318	\$4,566
TOTALS	\$244,157	49.23%	\$0	\$1,116.00	\$243,041	0.46%	\$99,907	\$143,134
WIIN 2018	\$8,113		#REF!	#REF!	#REF!	#REF!		
WIIN 2018					\$0	#DIV/0!		\$0
SF 2018	\$1,600				\$0	#DIV/0!		
SF 2018					\$0	#DIV/0!		\$0
BLM Z81 2019					\$0	#DIV/0!		\$0

Projected Additional Spending	Projected Balance on 9/30/17
#REF!	#REF!
#REF!	#REF!
\$24,318	(\$768)
#REF!	#REF!
#REF!	#REF!
	#REF!
#REF!	#REF!
	\$0
#REF!	
	\$0

## OWP Approval Process for Out-of-Region Travel

- Manager/Supervisor will submit an email to the Deputy ARA and cc: ARA and Maryann Rule.
- Approval should be obtained ***prior to the traveler submitting a TA***
- If training is associated with the travel, prior approval is needed before the training form is submitted
- The request should include:
  - Name of Employee(s)
  - Title of training, meeting or conference
  - Dates of Travel
  - Estimated Cost
  - Location
  - Justification of why travel is essential

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  - Estimated Cost
  - Location
  - Justification of why travel is essential



Clean Water Branch Immediate Office

Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$10,000.00	\$0.00	\$10,000	0.00%	\$0	\$10,000

Projected Travel: Section Chiefs Should Record All Projected Trips on this Sheet

\*Regional Priorities: 1.Direct Implementation; 2.Tribal Assistance; 3.Other Essential in-Region Travel (e.g., state oversight, technical assistance, grant management)

4.Out of Region Command Performance Meeting (should only include one traveler unless there are extenuating circumstances)

5.Other In-Region Travel; 6.Other Out-of-Region Travel (should be essential and should only include one traveler unless they are extenuating circumstances)

\*\*Out of Region Travel Approval: Please ensure Bert has approved any Out-of-Region travel BEFORE staff submits a TA request

Costs should be in one of these columns only										
Name	Location	<u>Out of</u> <u>Region</u> <u>(Y/N)</u>	If (Y), date Bert Approved**	Reason for Travel	Priority*	Date	<u>Anticipated</u> <u>Amount</u>	<u>TA Amount</u>	<u>Vouchered</u> <u>Amount</u>	Notes

TOTAL PROJEC		\$0.00	\$0.00	\$0.00
		TOTAL SPENT	\$0.00	

Wastewater Section

Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$22,500.00	\$0.00	\$22,500	0.00%	\$0	\$22,500

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							Anticipated Amout	TA Amount	Vouchered Amount	

TOTAL PROJECT		\$0.00	\$0.00	\$0.00
		TOTAL SPENT	\$0.00	



Water Quality Section

Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$27,500.00	\$0.00	\$27,500	0.00%	\$0	\$27,500

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							Amount		

TOTAL PROJEC		\$0.00	\$0.00	\$0.00
		TOTAL SPENT	\$0.00	

Watershed Section

Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$32,500.00	\$0.00	\$32,500	0.00%	\$0	\$32,500

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							Anticipated Amount	TA Amount	Vouchered Amount	

TOTAL PROJECT		\$0.00	\$0.00	\$0.00
		TOTAL SPENT	\$0.00	

Safe Drinking Water Branch Immediate Office					
Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$10,000.00	\$0.00	\$10,000	0.00%	\$2,500	\$7,500

Projected Travel: Section Chiefs Should Record All Projected Trips on this Sheet

\*Regional Priorities: 1.Direct Implementation; 2.Tribal Assistance; 3.Other Essential in-Region Travel (e.g., state oversight, technical assistance, grant management)

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Name	Location	Out of Region (Y/N)	If (Y), date Bert Approved**	Reason for Travel	Priority*	Date	Costs should be in one of these columns only			
							Anticipated Amount	TA Amount	Vouchered Amount	Notes
Sarah Bahrman	Washington, DC	Y		UIC Managers Meeting	4	8/1/19	\$1,500.00			
Sarah Bahrman	Pierre, SD	N		State/Tribal UIC Directors Meeting	3	9/1/19	\$1,000.00			

TOTAL PROJEC		\$2,500.00	\$0.00	\$0.00
		TOTAL SPENT	\$0.00	

Drinking Water Section A

Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$7,500.00	\$0.00	\$7,500	0.00%	\$7,500	\$0

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Name	Location	Out of Region (Y/N)	If (Y), date Bert Approved**	Reason for Travel	Priority*	Date	Costs should be in one of these columns only			
							Anticipated Amount	TA Amount	Vouchered Amount	Notes
Tourney	Texas	Y	05/08/19	DBP workshop	2	5/20/2019	\$900.00			
Hutchinson	Wyoming	N		sanitary surveys	2	7/15/2019	\$350.00			
St Clair	ND	N		AWIA outreach	1	9/15/2019	\$1,500.00			
Copeland	Wyoming	N		WARWS fall conf	1	9/15/2019	\$400.00			
Kahn	Wyoming	N		WARWS fall conf	1	9/15/2019	\$400.00			
Langenfeld	Wyoming	N		WARWS fall conf	1	9/15/2019	\$400.00			
Morrison	Wyoming	N		WARWS fall conf	1	9/15/2019	\$400.00			
St Clair	Wyoming	N		WARWS fall conf	1	9/15/2019	\$400.00			
Hutchinson	Avon CO	N		Sustaining Colo mtg	2	early Oct 2019	\$750.00			
TBD	Cincinnati, OH	Y		ORD Small Systems Workshop		TBD	\$1,500.00			
Hutchinson	Utah	N		SSA hearing	1	TBD	\$500.00			

TOTAL PROJECTED		\$7,500.00	\$0.00	\$0.00
		TOTAL SPENT	\$0.00	



Drinking Water Section B

Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$23,550.00	\$0.00	\$23,550	0.00%	\$23,939	(\$389)

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							Anticipated Amount	TA Amount	Vouchered Amount	
Crosby	Ignacio, CO	N		Sanitary Surveys and Site Visits	1	4/28/2019	\$610.25			
Delano	Ignacio, CO	N		Sanitary Surveys and Site Visits	1	4/28/2019	\$623.25			
Delano	Washington DC	Y	05/09/19	Lead action plan workgroup		5/29/19	1800			
Griese	Denver, CO	N		Annual Denver Visit		6/9/2019	\$1,200.00			
Diaz	Pierre SD	N		sanitary surveys	2	7/15/2019	\$1,500.00			
Diaz	Helena MT	N		sanitary surveys	2	7/15/2019	\$1,500.00			
Meredith	Kansas City	Y		OpCert/CapDev meeting		Sep-19	\$1,300.00			
Delano	Ft. Washakie, WY	N		Sanitary Survey and Site Visits	1	August	\$1,000.00			
Crosby	Sheridan, WY	N		Sanitary Surveys	1	August (tentative)	\$500.00			
Clement	Amherst Mass	Y		Lead testing facility		June-aug	\$1,200.00			
Delano	Ft. Duchesne, UT (Vernal)	N		Sanitary Survey, MPAs	1	Late May	\$750.00			
Meredith	Denver, CO	N		Annual rural Water Executive meeting	3	TBD	\$1,300.00			
TBD	Cincinnati, OH	Y		ORD Small Systems Workshop		TBD	\$1,500.00			
Griese	Hankinson, ND	N		Sanitary Survey	1	TBD	\$180.00			
Diaz	TBD	N		Sanitary Survey Training	1	TBD	\$2,000.00			
Burkland	Billings	N		Sanitary Surveys	1	TBD	\$450.00			
Griese	Pine Ridge area (trip 2)	N		Sanitary Surveys	1	TBD	\$350.00			
Griese	Pine Ridge, SD	N		Sanitary Surveys	1	TBD	\$350.00			
Griese	Rosebud, SD	N		Sanitary Surveys	1	TBD	\$350.00			
Griese	Marty, SD	N		Sanitary Surveys	1	TBD	\$350.00			
Griese	Kyle, SD	N		Sanitary Surveys	1	TBD	\$350.00			
Burkland	Polson	N		Sanitary Surveys and Site Visits	1	TBD	\$500.00			
Burkland	Browning	N		Sanitary Surveys and Site Visits	1	TBD	\$500.00			
Burkland	Hardin	N		Sanitary Surveys and Site Visits	1	TBD	\$475.00			
Burkland	Havre	N		Sanitary Surveys and Site Visits	1	TBD	\$350.00			
Burkland	Havre	N		Sanitary Surveys and Site Visits	1	TBD	\$350.00			
Mlachak	TBD	N		South or North Dakota	2	TBD	\$1,300.00			
Meredith	TBD	N		South or North Dakota	2	TBD	\$1,300.00			

							TOTAL PROJECTED	\$23,938.50	\$0.00	\$0.00
							TOTAL SPENT		\$0.00	



Technical and Financial Services Unit

Allocation	Spent to date (Authorized & Vouchered)	Remaining Balance	% Spent	Projected Spending:	Projected Balance
\$30,000.00	\$1,116.00	\$28,884	3.72%	\$24,318	\$4,566

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Whittaker	Chicago, IL	Y		SRF 101/201 Training	6	5/1/19			\$1,116.00		
Berig	Pierre, SD	N	N/A	SRF Annual Review	3	5/13/2019	\$900.55				
Friel	Pierre, SD	N	N/A	SRF Annual Review	3	5/13/2019	\$1,041.99				
Whittaker	Pierre, SD	Y		SRF Annual Review	3	5/13/2019	\$900.55				
Berig	Bismarck, ND	N	N/A	SRF Annual Review	3	6/11/19	\$525.00				
Friel	Bismarck, ND	N	N/A	SRF Annual Review	3	6/11/19	\$525.00				
Whittaker	Bismarck, ND	N	N/A	SRF Annual Review	3	6/11/19	\$525.00				
Maclear	Helena, MT	N	N/A	Advanced Grant Monitoring	3	8/30/19	\$1,000.00				
Trujillo	Helena, MT	N	N/A	Advanced Grant Monitoring	3	8/30/19	\$1,000.00				
Maclear	Kansas City, KS	Y		R7 and R8 All-Grantee Meeting	3	9/1/2019	\$1,500.00				
Trujillo	Kansas City, KS	Y		R7 and R8 All-Grantee Meeting	3	9/1/2019	\$1,500.00				
Berig	Chicago, IL	Y		SRF Financial Analyst Training	6	10/1/2019	\$2,200.00				
Whittaker	Chicago, IL	Y		SRF Financial Analyst Training	6	10/1/2019	\$2,200.00				
Adams	TBD	N	N/A	Site Visits	3	TBD	\$1,500.00				
Adams	TBD	N	N/A	Site Visits	3	TBD	\$1,500.00				
Cooper	TBD	N	N/A	Site Visits	3	TBD	\$1,500.00				
Friel or Berig	TBD	Y		SRF Branch Chief's Meeting	6	TBD	\$1,500.00				
Rodriguez	TBD	N	N/A	Site Visits	3	TBD	\$1,500.00				
Rodriguez	TBD	N	N/A	Site Visits	3	TBD	\$1,500.00				
Russo	TBD	Y		SRF Branch Chief's Meeting	4	TBD	\$1,500.00				
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